

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

STATE BUREAU ADMINISTRATOR

JOB DESCRIPTION

Employees in this job direct or assist in the directing of bureau level activities in a state agency. The employee determines the development and implementation of programs and policies for a significant segment of an agency within state government. A bureau is composed of more than one division. A major office has divisional status with bureau reporting equivalency, distinguished from standard office by size, i.e., minimum of 100 subordinate positions of which at least 50 are professional, and by the scope and complexity of the office mission. All ECP Group 4 positions must be designated by the Appointing Authority and approved by the Department of Civil Service.

There is one classification in this job.

Position Code Title – State Bureau Administrator

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The employee functions as executive director of a bureau, major office, or overall deputy bureau director or equivalent. The employee directs professional and nonprofessional staff in the performance of work necessary to fulfill one or more missions of the agency.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Organizes and administers the operations of a segment of an agency, with responsibility for a mission of the agency.

Directs the activities of a large staff of professional and nonprofessional employees in several sections, in the implementation of agency programs and policies.

Establishes program objectives, goals, and priorities and determines operating policies and implementation methods within the context of overall agency policies and guidelines.

Reviews progress and activity reports, assesses effectiveness of operations, and determines need for improvement.

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Develops budget recommendations for capital outlay, personal services, equipment, and materials.

Selects and assigns staff, assuring equal employment opportunity in hiring, promotion, and other employment practices; identifies staff development needs and assures that training is obtained; ensures that proper labor relations and conditions of employment are maintained.

Advises staff in the resolution of sensitive, complex, or precedent-setting situations; determines appropriate course of action; assigns responsibilities and monitors actions and responses.

Directs and reviews research in such areas of program operations as management systems development, assessment of target audience needs, and program evaluation.

Advises department director, Executive Office, and governing boards or commissions of program accomplishments.

Generates public and staff confidence, interest, and participation in agency programs; motivates staff toward the accomplishment of program objectives; influences authorities to favorable actions regarding the program area.

Addresses citizen groups, legislative committees, members of the press, and others regarding program and policy issues, as required.

Directs the operation of regional, branch, and field offices, as required.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.

Thorough knowledge of program planning, development, and evaluation methods.

Thorough knowledge of fiscal planning and management.

Thorough knowledge of staffing requirements and training necessary for the accomplishment of agency goals.

Thorough knowledge of labor relations, fair employment practices, and equal employment opportunity.

Considerable knowledge of public relations techniques.

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Considerable knowledge of state and federal legislative processes.

Considerable knowledge of state government organization and functions.

Considerable knowledge of federal, state, and local relationships as these impact on the operation of a major state department.

Ability to analyze and appraise facts and precedents in making administrative decisions, to get to the source of a problem, and to probe and obtain critical facts from varied sources.

Ability to motivate and lead others in the accomplishment of a task.

Ability to formulate policies and procedures of a conceptual nature based on information from varied and complex sources.

Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

Ability to act alone, to make independent judgments or decisions, and to take the initiative in influencing events.

Ability to retain high levels of motivation, energy, interest, and enthusiasm for extended periods.

Ability to create a positive impression and to instill confidence.

Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.

Ability to persuade and motivate others.

Ability to present ideas effectively at a level of style, grammar, organization, and technical construction expected at a management level.

Working Conditions

None.

Physical Requirements

None.

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Education

Possession of a bachelor's degree in any major.

Experience

Two years of experience as a Senior Executive Assistant, State Office Administrator, State Division Administrator, State Deputy Division Director, or a 15-level manager.

Special Requirements, Licenses, and Certifications

Specific positions may require that applicants have experience in specialized areas. Such positions may be assigned subclass codes. Individuals appointed to positions that are assigned subclass codes must possess the required specialized experience, training, or license. Subclass code definitions and requirements are published.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

BUREAUADM

Job Code Description

State Bureau Administrator

Position Title

State Bureau Administrator

Position Code

BUREAADM

Pay Schedule

NERE-064P

ECP Group 4
8/10/01
BG/CM